

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Videographer/Editor

Class Code: 30361

A. Purpose:

Acquires quality video and audio for assigned programs and edits television programs, graphics, and interstitial elements for publication or broadcast.

B. Distinguishing Feature:

The Videographer/Editor acquires quality video and audio for assigned programs and edits television or video programs, publications, graphics, and interstitial elements.

The Production Manager oversees directors, videographer/editors and other technical production staff and equipment and facilities.

The Director directs the production of television programs, videos and other educational or promotional material by overseeing camera work and coordinating technical operations of those productions.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Acquires video and audio material to ensure television program or segment completion.
 - a. Selects the proper equipment to accomplish the assigned work.
 - b. Operates video cameras and audio recorders.
 - c. Exercises aesthetic judgment in shot composition.
 - d. Recommends and/or makes adjustment of lighting equipment.
 - e. Recommends and/or implements different lighting methods.
2. Edits video and adds sound, titles and graphics to video to build a television segment or program.
 - a. Operates linear or non-linear editing systems and equipment.
 - b. Performs audio mixing.
 - c. Operates a character generator and other graphic design hardware and software.
3. Designs lighting in remote locations to ensure effective illumination of the shot subject.
4. Assists with equipment setup and strike both in a studio and on location to ensure proper placement of cameras and other equipment.
5. Performs other duties as assigned.

D. Reporting Relationships:

Reports to a Program Manager or Program Administrator. Receives daily work direction from the designated lead worker or appointed team leader. Does not provide work direction, but may train others in technical subjects.

E. Challenges and Problems:

Challenged to interpret the producer's vision and effectively acquire and edit video which tells the desired story. This is difficult because of varying shooting conditions, subjects and locations.

Typical problems resolved include overcoming environmental challenges in remote locations.

F. Decision-making Authority:

Decisions made include equipment selection for remote video acquisition, camera exposure, framing and sequencing on location, shot sequencing, pacing, and audio and video levels in editing.

Decisions referred include overall program aesthetics and style and pace of productions.

G. Contact with Others:

Frequent contact with producing and production staff and talent to discuss programs and solve production problems. Regular contact with all other internal departments, with groups or individuals to share information or program ideas, and with state agencies to ensure network and client objectives are met.

H. Working Conditions:

Working during the day and/or night in a television studio or at a remote location lifting and transporting heavy and bulky television equipment while exposed to high voltage and hanging or ground laid cables in various indoor and outdoor environments and during good or adverse weather. Completion of assignments necessitates travel of one day to a week or more across the state as well as weekend and holiday work.

I. Knowledge, Skills and Abilities:

Knowledge of:

- operating functions of studio and remote cameras and other recording equipment;
- linear and non-linear editing;
- operation of studio and remote audio and lighting equipment;
- operation of character generators and other graphics hardware and software;
- proper use and storage of television production equipment;
- communications industry standards;
- journalism standards and practices.

Ability to:

- recognize and explain camera malfunctions;
- recognize and solve audio and lighting problems;
- follow directions;
- establish and maintain effective working relationships;
- communicate information clearly and concisely;
- operate computers;
- travel when required;
- work a flexible schedule to include nights, weekends, and holidays;
- lift fifty pounds.